

Town of Proctor Selectboard Meeting Minutes

Draft

March 12, 2018

6:00 p.m. – 7:42 p.m.

Board Members Present

Bruce Baccei, Chair

Judy Frazier

Tom Hogan

Joe Manning

Bob Protivansky

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Bob Curtis

Pauline Hogan

Jodi Jones

John Jozwiak

Dan Kearney

Rick Reed

Peg TV

Agreements/Approvals

- Unanimously approved amended agenda.
- Unanimously approved all Board Reorganization requirements.
- Unanimously approved addition to Selectboard Rules and Procedures.
- Unanimously approved the February 26,2018 regular meeting minutes, as written.
- Unanimously approved the February 27,2018 special meeting minutes, as written.
- Unanimously agreed at 6:24 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved SRF Priority List Application for the Water System.
- Unanimously approved increasing the amount of indebtedness by \$75,000.00
- Unanimously agreed at 6:51 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved all individuals up for reappointment. See list under XI. Appointments.
- Signed orders totaling \$453,120.89.
- Unanimously agreed to pledge \$250.00 to the Stone Bench Project.
- Unanimously agreed at 7:42 p.m. to adjourn the March 12,2018 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

The Selectboard welcomed Judy Frazier to the board.

II. Review and Approve Agenda

Bob Protivansky made the motion to amend the agenda and add Location of Meeting Postings under Board Reorganization. The motion was seconded by Judy Frazier, unanimously approved

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III. Board Reorganization

- Elect Chair: Joe Manning nominated Bruce Baccei for Selectboard Chair. Nomination seconded by Bob Protivansky, unanimously approved.
- Elect Vice Chair: Tom Hogan nominated Bob Protivansky for Vice-Chair. Nomination seconded by Judy Frazier, unanimously approved.
- Appoint Board of Water Commissioners: Tom Hogan made the motion to appoint the Selectboard as the Board of Water Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.
- Appoint Board of Sewage Commissioners: Tom Hogan made the motion to appoint the Selectboard as the Board of Sewage Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.
- Adopt regular Meeting Schedule(holidays): Bob Protivansky made the motion to set meeting dates as the 2nd and 4th Monday if it falls on a holiday meeting the following Tuesday. The motion as seconded by Tom Hogan, unanimously approved.
- Designate a Newspaper of Record: Joe Manning made the motion to designate the Rutland Herald as the Newspaper of record. The motion was seconded by Judy Frazier, unanimously approved.
- Adopt Selectboard Rules and Procedures: Bob Protivansky made the motion to approve the Selectboard Rules and Procedures. The motion was seconded by Tom Hogan, unanimously approved.
Bob Protivansky made the motion to add to Selectboard Rules and Procedures; speak from the podium, one speaker at a time. The motion was seconded by Judy Frazier, unanimously approved.
- Location of Meeting Postings: Bob Protivansky made the motion to post meeting notices at the Proctor Post Office, Proctor Town Office and the Proctor Free Library. The motion was seconded by Tom Hogan, unanimously approved.

IV. Review of Minutes

Bob Protivansky made the motion to approve the February 26, 2018 regular meeting minutes as written. The motion was seconded by Tom Hogan, unanimously approved.

Bob Protivansky made the motion to approve the February 27, 2018 special meeting minutes as written. The motion was seconded by Tom Hogan, unanimously approved.

V. Open Public Comment

No open public comment

VI. Invited Guests

No invited guests

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard thanked the Highway Department for keeping the roads open and clear, even with the lack of salt. Omya donated \$200.00 to purchase new skates for the rink. The Mortimer R. Proctor Trust approved the Proctor Youth League grant application.

VIII. Highway Department

- Manager's Report
Field Activities:
 - Snow & Ice (5 events)

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- Vehicle maintenance
- Cold patch pot holes
- Cleaned shop
- Repair F350 front end, steering & brakes
- Roadside brush and branches
- Ormsbee Ave Pre-bid meeting
- Fire wood
- Clean up from tree removal on Park Street
- 3500 fuel filter pipe repair – in house
- Cleaned furnace
- Replace Toolcat hydraulic hose
- Barrett having problem getting salt, town using salt/sand mix
- Trucks advertised for bids in the Rutland Herald – bid opening March 26, 2018

Pending Activities:

- Snow & Ice events
- Potholes
- Roadside trees and brush
- Culvert and road surface inventory with RRPC

Overtime:

- Snow and Ice – 17.5 hours
- Salt: Used to date 639.02 tons , \$43,887.89.
- Salt Shed Cost Estimate: Preliminary cost with 8'wall \$227,000.00 current design. Project would be completed in two stages. There is \$84,941.00 in the Salt Shed Sinking fund, use Highway surplus to complete project.
- Other New and/or Old Business:
 - Dan Kearney asked the Selectboard to reconsider selling the 95-dump truck, noting that significant improvements have been made to the truck and few miles are put on the truck annually. The Selectboard responded that this truck was a drain with repairs and the frame is beginning to rot. They are looking at replacement vehicles.
 - John Jozwiak suggested oil undercoating all Highway Department trucks.

IX. Board of Water Commissioners

Bob Protivansky made the motion at 6:24 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

● Manager's Report

Stan Wilbur reported that the preliminary Water System Hydraulic Model is in place. Engineers from DuBois & King met with Town Water Department Staff to describe the modeling process. System modeling has identified several hydrants have below standard fire flow capabilities and will have to be addressed with new construction or marked as unable for fire use. There are questions regarding the model results in some areas which will have to be field checked and flow tested.

● Simon Operation Monthly Report: March 2018

Activities Completed:

- Drained and cleaned the fluoride day tank. Cleaned all saturator equipment and repaired the day tank float level switch.
- Snowplowing and clean up in several areas.
- Leak detection on the Westside. No major leaks detected.
- Removed the railing at Kiln Brook Intake and outside electrical outlet. Supplied Stan with pictures for the State.

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- Boarded up all windows, doors and exhaust vents at the Chittenden water plant per State request.
- Completed 1st quarter sampling.
- Responded to communication failure alarm on Sunday the 4th at 11pm. Reset controls at the well house.
- Responded to 90 East Street for low pressure complaint. Checked pressure in the area and all were normal. Advised homeowner that an internal plumbing issue is most likely the cause.

Activities in Progress

- Leak detection.
- Determine cause for lack of flow at the Willow Street 1202(see 3), Pine Street 1301 (see 4) and the Larson Street 1602 (see 5). Awaiting D+K hydrant flow evaluation to determine if the hydrants meet current flow standards. If the hydrants do not meet the flow requirements an evaluation will determine course of action. Piping improvements may be needed.
- Willow hydrant #1202 meets flow requirements. It current does not flow and is placed out of order. The Meadow Street main line is suspected to have a restriction. The pressure loss occurring all the way back to the intersection of Meadow and Beech.
- The Pine/High street hydrant #1301 is noted in the D+K study to NOT meet flow. Hydraulic model confirms supply to the hydrant is inadequate, Solutions will be provided to address this hydrant.
- Larson Street hydrant #1602 will meet flow requirements per D+K study. Larson Street does not have an isolation valve that can be found and therefore is unable to be shut down for service. Recommend shutting the main down and adding new isolation valve with a new hydrant.

Activities Planned or Needed:

- Develop procedures and requirements for sub-contractors who assist with Town projects, including equipment list. Excavation projects are going out to bid.
- West Tank cathodic protection needs replacing. Test the PRV conversion by shutting down the West tank. Valve conversion is in place.
- Test the new PRV conversion piping in the South vault. Establish a procedure for switching from SCADA control to pressure control in instances where both tanks may need to supply water to the West side. (fire protection) The conversion kit has been installed to allow either control scenario.
- Schedule Larson Street Hydrant #1602 replacement.
- Schedule Meadow street/Willow investigation. Hydrant #1202
- Determine Pine/High Street Hydrant #1301 repair options. Upgrade main line, add supplemental supply piping or remove the hydrant.
- Evaluate hydrants that do not meet minimum flow requirements of 500 gpm per Ground Water and Drinking water supply rule. Options will be explored on a hydrant to hydrant basis. One more day of flow testing will be needed to determine and fine tune the hydraulic model being prepared by D&K.
- Explore problem areas identified in the D&K hydraulic analysis. Some area showed reduced flows where the model predicted none. Valves will be checked for proper position and the hydrants in question will be flowed again.
- Water System Improvements SRF Priority List Application: Joe Manning made the motion to submit the SRF Priority List Application. The motion was seconded by Bob Protivansky, unanimously approved.

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- Increase the Amount of Authorized Indebtedness: Joe Manning made the motion to approve the Resolution to Increase the Amount of Authorized Indebtedness by \$75,000.00. The motion was seconded by Bob Protivansky, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Judy Frazier made the motion at 6:51 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: March 2018

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements except for Total Phosphorous. Alum will be increased to accommodate the cold temperatures.
- Snowplowing and cleanup of several sites.
- Pulled pump 2 at the Library Pump Station and removed rags and debris.
- Attended two continuing education training classes to maintain water and wastewater licenses.
- Operating plant 7 days a week due to high flows and broken pipe. The pipe between lagoon 1 and lagoon 2 is broken causing flow between the two lagoons to be restricted. This is also affecting the Alum chemical feed as the break is in the injection port header.
- Downloaded data from sewer flow meter and sent A&E the Willow Street I&I study. Replaced batteries and reinstalled gauge.
- Pumping water from lagoon 1 to lagoon 2 to maintain proper flow to final effluent. The restricted pipe does not allow full flow by gravity so three pumps are being used to transfer water from lagoon 1 to lagoon 2.

Activities in Progress:

- Willow Street I&I- A+E to determine failed areas allowing groundwater into the collection system is on hold until rainy weather and MH flow are completed.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.
- Determine why lagoons will not maintain equal static levels. Lagoon 2 is frequently lower than lagoon 1. We have discovered a broken pipe at the alum injection header. The pipe was replaced in 2014. The State has been notified of the broken pipe and options are being explored for its repair. A1272 order has been placed on the Town to repair the pipe. A bid package is being prepared for excavation and repairs ASAP.
- We are running the plant over the weekends to allow flows through the restricted pipe. Pumps are also being used to keep up with influent flows. Run off, inflow and infiltration cause flows to increase dramatically.
- Alum Chemical adjustment to accommodate temperature decrease.
- 90% completion for the Ormsbee Hill project was held.

Activities Planned or Needed:

- Repairs to Park Street Sewer Main. (In front of #9 Lower Park) Large roots were removed from a hole in the top of the pipe. Hole is in front of the service. This pipe is a good candidate to slipline as the pipe is now cleared and intact. A&E has been notified of this.

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- Repairs to Upper Park. MH.2.E.9, specially 2 holes in the pipe between MH.2.E.7 and MH.2.E.8(below recently repaired area at #104 Park.) Video shows significant amount of ground water flowing into the holes. A&E has been updated on this.
- Address the items Stone Environmental identified in their report. Dave Braun has given an updated list to be followed up on.
- A draft of the sewer ordinance updates has been completed for review.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- Root removal or repair on the sewer main crossing vacant lot on North Street.
- I&I night time evaluation from Willow Street I&I project. To occur when the data logger has finished with the second MH site. Must occur with rain.
- Repair the equalization pipe between lagoons 1 and 2. Belden completed last repair. Bid package being prepared.
- Alum Injection Manhole: Currently, leak in the discharge side of the manhole. Preparing bid package for next meeting. The bid document will include digging too uncover the existing pipe to analyze the problem and determine course of action.
- Other New and/or Old Business: No other new and/or old business.

Judy Frazier made the motion at 6:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Joe Manning, unanimously approved.

XI. Appointments

- Bob Protivansky made the motion to appoint Richard Horner and Tom Hogan to 4-year terms for the Planning Commission. The motion was seconded by Judy Frazier, unanimously approved.
- Judy Frazier made the motion to appoint John Anderson, John Corliss and Megan Cannucci to 2-year terms for the Recreation Committee. The motion was seconded by Bob Protivansky, unanimously approved.
- Bob Protivansky made the motion to appoint; Lisa Wright 1-year term Assessor, Donald Russell 1-year term Constable, Kevin Blongy 1-year term Emergency Management Chair, Robert Coons 1-year term Fence Viewer, Raymond Beyette 1-year term Inspector of Lumber, John Jozwiak 1-year term RCSWD Rep, John Corliss 1-year term RCSWD Alternate, Joseph Benor 3-year term Regional Ambulance Rep., Joseph Manning 1-year term RRPC Rep., Richard Horner 1-year term RRPC Alternate., Bruce Baccei 1-year term Regional Trans. Council Rep. and John Corliss Regional Trans. Council Alternate. The motion was seconded by Tom Hogan, unanimously approved.

XII. Standing Committee Selectboard Liaisons

- Parks and recreation Committee: Judy Frazier
- Personnel Committee: Bruce Baccei
- Beaver Pond Committee: Judy Frazier
- Town Office Committee: Bob Protivansky
- Planning Commission: Tom Hogan
- Fire Department: Bob Protivansky
- Rutland Regional Solid Waste District: John Jozwiak
- Rutland Regional Transportation Council: Bruce Baccei
- Rutland Regional Planning Commission: Joe Manning
- Rutland Regional Marketing Committee: Joe Manning

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XIII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$453,120.89.
- Stone Bench for Teens: Bob Protivansky made the motion to pledge \$250.00 to the project. The motion was seconded by Judy Frazier, unanimously approved. Lisa Miser will speak to the School board and PHS Art Department and report back at the next regular Selectboard meeting.
- Public Nuisance: Bruce Baccei, Bob Coons and Stan Wilbur will inspect the property that the Selectboard is concerned about and report back at March 26,2018 meeting.
- Proctor's Future: Press release will be published in the Rutland Herald and a bulk mailer to all Proctor residents.
- Audit Question - Taxes: Stan Wilbur explained the property tax inquiry. The surplus was used to reduce taxes and did not show in the proposed budget. There was a miscommunication between the town and auditor.
- Office of the State Auditor Inquiry: Stan Wilbur provided a handout from the State Auditor with a list of questions from a Town of Proctor resident. He will be providing a response letter for the Selectboard to review and then to send to the State Auditor.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided. Deputy Sheriff Pennington was present to provide an overview and address Selectboard concerns/questions.
- Other New and/or Old Business: No other old/new business.
- Executive Session: No executive session required.

XIV. Adjourn

Tom Hogan made the motion to adjourn the March 12,2018 regular Selectboard at 7:42 p.m. The motion was seconded by Judy Frazier, unanimously approved.